



## **Minnesota State University Moorhead**

### **Student Teaching Handbook**

Dear Student Teacher,

Welcome to student teaching! This handbook will give you guidance and answer your questions about what to expect. It is not meant to be your only means of information. Your university supervisor and cooperating teacher will be your mentors, advisors, and strong support during this exciting transition to becoming a professional teacher. You can count on your professors and field experience faculty to be available to you, if you need us, as well. We have great confidence that you will join the ranks of successful teachers who began their journeys at MSUM!

Sincerely,  
Dr. Lynn Mahlum  
Director of Field Experiences  
[mahlumly@mnstate.edu](mailto:mahlumly@mnstate.edu)  
218 477 2256

## **Qualifications and Requirements of Student Teachers**

Student teachers must have a cumulative GPA of 2.80 (Early Childhood, Sped, Elementary Ed) or 2.50 (Secondary and K-12) at the time of application for student teaching. All courses required for the major must be completed and have a grade of C- or better. Successful previous field experiences must be documented. Attendance at Student Teaching Orientation is required.

### **Attendance**

Student teachers will follow the school calendar where they are student teaching and are expected to work the same hours as their cooperating teachers. They are also expected to be in attendance every day of the scheduled term (including in-service and conference days) except in the case of illness or emergency.

Exceptions to the rule.....

Sometimes student teachers have no choice but to schedule a job interview during the student teaching day. If this should occur, be sure that it is not during your full-time student teaching weeks. Schedule an interview either right away in the morning or at the end of the school day. If an interview is far enough away that you need to miss an entire day, you must make up the day.

Student teachers may choose 2 job fairs to attend during student teaching. The days missed must be made up.

There will be 3 days scheduled during student teaching for TPA help sessions. Teacher candidates are required to attend the sessions and are excused from student teaching on those days.

Student teaching dates can be different, depending on your major and if you are placed in Minnesota or North Dakota. You can find your specific dates in Diary. The number of weeks is as follows.

- Elementary Inclusive: 15 weeks in a K-5 classroom
- Elementary Inclusive with ABS: 12 weeks in K-5 classroom and 7 weeks in SPED classroom
- Elementary Inclusive with middle level endorsement: 12 weeks in K-5 classroom and 5 weeks in middle level content area.
- Elementary Inclusive and Early Childhood combined: 12 weeks in 1-3 classroom and 7 weeks in kindergarten
- Early Childhood: 11 weeks in 1-3 classroom and 7 weeks in kindergarten
- ART, PE, Music: 11 weeks in secondary content classroom and 7 weeks in elementary content classroom
- PE/Health: 11 weeks in Secondary PE & Health and 6 weeks in elementary PE
- Secondary CA/L, Math, Social Studies, Science, Health: 14 weeks in high school or middle school content area classroom
- Secondary & TESL: 12 weeks in high school or middle school content and 5 weeks EL classroom
- Secondary with ABS: 12 weeks in high school or middle school content and 7 weeks in elementary SPED classroom
- TESL: 11 weeks in elementary EL classroom and 6 weeks in secondary EL.

### Dress Code

Clothing must be professional, clean and in good repair. Refrain from wearing clothing that is short, tight or revealing. Leggings should only be worn with a shirt, dress or skirt that covers your bottom. T-shirts, sweatshirts, sweatpants and jeans are not appropriate in the classroom setting unless you are teaching PE or in a preschool.

Be aware of how you smell. This may sound silly but it is important that teachers have good breath and body hygiene. If you are a smoker, be sure that your clothes or breath do not smell like smoke. Strong colognes are also distracting and even toxic to some students.

### Language

Refrain from using slang, “you guys” and grammatically incorrect language when speaking.

Swearing and inappropriate comments based on race, gender, sexual orientation, disability, body type, culture, religion, or political affiliation is absolutely forbidden. You may be removed from your placement for using inappropriate language.

### Confidentiality

Never reveal sensitive information about your students, cooperating teacher, or other school personnel to anyone. DO NOT post pictures or information about your student teaching experience on any social media source.

### Social Media

Make sure everything you have posted on social media is something you would want a potential employer to see.

## **Required Activities During Student Teaching**

### Journal Entries

A weekly reflection journal is required and will be shared with the university supervisor. The supervisor will make comments, answer questions, and follow up with any concerns. Typically, the journal is sent to the supervisor through email or TK20. The journal is an important part of reflecting on your experiences. A student teacher that does not submit a journal in a timely manner may fail student teaching.

### Lesson Plans and/or Unit Plans

Lesson plans are required for every lesson you teach. You will use the template given to you by your university supervisor. Upload the 4 lesson plans your supervisor approves to TK20.

### Teacher Performance Assessment (TPA)

The edTPA is a requirement from the state. All student teachers who are working towards their first teaching license will fulfill this requirement during student teaching.

Student teachers will be supported with regularly scheduled workshops throughout student teaching. A timeline for completion will be handed out at the first workshop.

The cooperating teacher is not expected to help the student teacher with the TPA. In fact, even the university supervisor can give very little assistance. This is a state requirement and must be done independently. The cooperating teacher only needs to

provide the opportunity for the candidate to develop and teach a unit independently. **The edTPA is completed in the first placement if the student teacher has two placements.**

#### Collaboration

Student teachers are expected to collaborate with cooperating teachers and department or grade level teams. Participate in PLCs, department meetings, grade level meetings, and parent/teacher conference.

#### Working with Families

Student teachers are required to participate in parent/teacher conferences. It is up to the cooperating teacher to determine the extent of participation. Candidates need to assist with preparing for conferences as part of a collaborative team. They also need to at least observe a conference. The ideal situation would be to take the lead for one or more conferences.

#### Professional Learning Communities (PLCs)

Student teachers are required to participate in PLCs when they are being used in the school.

#### **Substitute Teaching**

Student teachers are not allowed to be used as a substitute teacher in the host classroom or in any other area of the school unless he/she holds a teaching license.

#### **Failing Student Teaching**

A student teacher may fail student teaching if he or she does not meet the standards for a successful student teacher.

A successful student teacher will.....

- earn "Proficient" or better for all areas on the Student Teaching Final Evaluation.
- earn "Proficient" or better for all areas on the Professional Dispositions Assessment.
- remain in the student teaching experience throughout the student teaching calendar.
- have a successful (as determined by the cooperating teacher and university supervisor) independent, full-time student teaching experience for at least 10 consecutive days, as required by MSUM.

#### **Extending Student Teaching**

A student teacher may receive an "In Progress" if it is determined that more time is needed to demonstrate competence. In this case, the candidate will be given the chance to extend student teaching rather than fail. A remediation plan will be implemented and must be strictly followed by the candidate. If, after the extended time is completed, the student teacher is able to meet the standards for a successful student teacher, he or she may receive a grade of "Pass."

"In Progress" means that the student teacher has completed all of the requirements for student teaching, but needs more time to become "Proficient" in one or more of the areas on the Student Teaching Final Evaluation or Professional Dispositions Assessment. In addition, the candidate has shown growth and perseverance in troublesome areas and only

needs more time to become “Proficient.” The decision to assign “In Progress” to a candidate is an extremely rare occurrence and will be the decision of the Director of Field Experiences, in collaboration with the student teacher’s cooperating teacher and university supervisor. An “In Progress” will not be given if a candidate is unable to independently be responsible for all aspects of the classroom experience for at least 10 consecutive days, as required by the MSUM. Student teaching will have to be repeated.

### **Termination of Student Teaching**

If a student teacher is asked to leave his or her student teaching assignment by the cooperating teacher or other school official, the student teaching experience will be immediately terminated.

A candidate who fails student teaching may be required to spend a semester in remediation as determined by Field Experiences faculty. When the candidate has successfully completed remediation requirements, he or she may be allowed to repeat student teaching. If a second student teaching experience results in failing, the candidate will not be allowed to student teach again. Field Experiences may only be repeated once.

A student teacher who has been removed from student teaching may file an appeal with the Director of Teacher Education. The appeal form is found on the Field Experiences website.

Once an appeal has been filed, it goes to the Appeals Committee. Candidates may attend this meeting. Candidates will be notified of a decision within 2 weeks time.

### **Completing Student Teaching**

Student teaching is graded P (Pass) or F (fail). The grade of P does not affect your GPA; a grade of F will lower your GPA. If you are doing unsatisfactory work in student teaching and improvement seems impossible, it may be best to withdraw so you receive a W (withdrawal) rather than an F. A grade of IP (in progress) is given only when satisfactory work is being done and it becomes impossible to complete the student teaching assignment before the end of the semester.

A grade of Pass must be attained on the TPA in order to pass student teaching.

### **Guidelines For Student teachers**

1. Begin your student teaching assignment with a positive attitude. Keep in mind, cooperating teachers are there to help you learn and grow.
2. Obtain and learn the policies of your school and classroom.
3. Take initiative! Consult your cooperating teacher first, and if approved, take action. Avoid having to be told everything you are to do.
4. Use your time efficiently. Plan your day; organize everything you are to do. Plan for success!
5. Be prompt or early. Notify your cooperating teacher and supervisor if you will be late or absent for any reason. Find out how your cooperating teacher wants to be notified.
6. Think of ways you can assist your cooperating teacher. Volunteer to get involved with as much as possible right away.

7. Remember that teachers have many commitments and duties. Your cooperating teacher cannot be available to you at all times. Be realistic. Jot down questions that you have and ask them during quiet time.
8. Refrain from cell phone and other electronic device usage during the school day.
9. Do not eat during class time. Reserve eating for break times.
10. Never make a judgment about a cooperating teacher's methods, whether for teaching or classroom management. It is ok to ask about a certain method, but only for the purpose of learning.

### **What you can expect from the University Supervisor**

Hold a preliminary meeting with each student teacher and cooperating teacher to go over requirements and procedures. This is important even when the cooperating teacher has had many student teachers. It is a first-time experience for each student teacher.

Make sure each cooperating teacher has a copy of the Cooperating Teacher Handbook.

Check in regularly (at least every 2 weeks) with the cooperating teacher so that no one is surprised if a problem arises.

Hold a midterm meeting with each student teacher and cooperating teacher.

Formally observe each student teacher 4 times for a full placement, 3 times at each split placement, and twice at each 5-week placement. These observations must be spread out over the semester so that growth can be documented.

Schedule observations ahead of time and arrive when expected.

Schedule enough time for visits so there is plenty of time for touching base with the cooperating teacher and giving feedback to the student teacher.

Require detailed lesson plans for each observation. Rationale: At the novice level, candidates must develop the analytic thinking necessary for successful teaching and learning. Once candidates have shown proficiency in lesson planning and instruction, classroom management, etc. supervisors can allow candidates to include less detail in their full-time weeks of lesson planning.

Hold the candidates to very high expectations during early observations and address ALL issues or potential issues with classroom management and instruction during post observation conference. Rationale: This will better prepare candidates for success during their full-time teaching weeks.

Give constructive as well as reinforcing feedback after each observation.  
Always challenge candidates with some aspect for further growth.

Recognize when a student teacher is not doing well and inform the field experiences office, whether or not we become involved at that time.

Observe more often when a student teacher is not doing well.

Ensure that student teachers meet all requirements.

Fill out final evaluations for each student teacher.

Give “ethical coaching” to student teachers in regard to TPA.

The university supervisor assigned to you is your first contact for questions and concerns. If you find that you are not having your questions and concerns addressed by the supervisor, please contact one of the following people in Field Experiences.

### **Field Experience Contacts**

Lynn Mahlum  
Director of Field Experiences  
[mahlumly@mnstate.edu](mailto:mahlumly@mnstate.edu)  
218 477 2256

Lisa Staiger  
Assistant Director of Field Experiences  
[staigerl@mnstate.edu](mailto:staigerl@mnstate.edu)  
218 477 2696

Tracy Heng  
Administrative Assistant  
[hengt@mnstate.edu](mailto:hengt@mnstate.edu)  
218 477 2217

## **Minnesota Teaching License**

Minnesota State University Moorhead will recommend you for a Minnesota teaching license after you have completed all MSUM and State of Minnesota requirements. MSUM recommends you; the State of MN issues the license.

**Licensure Requirements and information can be found here:**  
<https://www.mnstate.edu/education/teacher-licensure.aspx>

## **Code of Ethics for Minnesota Teachers**

**Official State Code Currently in Effect  
Public Information  
Minnesota Board of Teaching  
Minnesota Administrative Rules**

### **8700.7500 CODE OF ETHICS FOR MINNESOTA TEACHERS.**

#### **2003**

##### Subpart 1.

Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.

#### *Standards of professional conduct.*

The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.



- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

## **Student Teaching Issues and Minnesota Law**

### **Introduction**

Welcome to the Student Teaching Issues and Minnesota Law Handbook. This portion is intended to be a resource guide for participants in the university student teaching program (student teachers, school district personnel and university supervisors). The handbook is in response to questions raised by participants regarding student teaching practices and is intended to act as a guide for discussion and decision making that will have an impact on student teacher effectiveness. Participants in the student teaching process have the right and the responsibility to be knowledgeable of student teaching issues.

**Please note that the information presented in this document is for purposes of discussion only. It is not intended to be taken as legal advice and, where appropriate, participants should consult with their legal counsel for interpretation of statutes and legal obligations. This handbook is meant as a guideline only and does not constitute an express or implied contract. It does not alter existing employment or educational relationships or policies.**

Many resources are available to participants in addition to this handbook. Participants should consult with university campus or school district personnel when appropriate. Applicable policies exist both at the university and school district level and participants are expected to have read all appropriate policies.

### **Chemical Abuse**

**School District:** A public school teacher is required to immediately notify the school's principal and chemical abuse assistance team when:

The teacher has a reason to believe that a student is using, possessing, or transferring a controlled substance, alcohol or tobacco while on school premises or involved in school-related activities.

Public school teachers are prohibited by law from using tobacco on school property. Teachers also have the responsibility by law not to use or possess alcohol or

controlled substances while on school premises or involved in school related activities

**Student Teachers:** The student teacher has the same responsibility as other teachers in the district in regard to this issue. The student teacher, like other teachers, has the responsibility not to abuse controlled substances, use tobacco or use, possess or distribute alcohol. The student teacher is obligated to follow the school's policy regarding alcohol, controlled substances and tobacco. The student teacher is also subject to the university's policy(ies) regarding the same.

**University:** The university has a policy regarding student conduct. Student teachers may not use or possess alcohol and controlled substances when prohibited by law or policy. The university expects that student teachers will not use tobacco when prohibited by law or policy. The university reserves the right to take action and/or remove the student teacher if it determines that there has been any inappropriate conduct.

### **Child Abuse and Vulnerable Adult Abuse**

**School District:** A teacher who knows or has reason to believe that a child or vulnerable adult is being neglected or physically or sexually abused (threatened or actual) in the home, school or community, is required by law to report to the appropriate civil authorities (local law enforcement agency or a local welfare agency). Teachers are also required to report to the appropriate civil authority if the teacher knows or has reason to believe that a pregnant woman has used a controlled substance for a nonmedical purpose during pregnancy. Teachers are prohibited from abusing children or vulnerable adults.

**Student Teacher:** The student teacher is required to report actual or threatened abuse or neglect of children or vulnerable adults. The student teacher is prohibited from abusing children or vulnerable adults. Student teachers should consult with school administration and all applicable school district policies.

**University:** The university expects student teachers to comply with the law regarding reporting abusive behavior. The university reserves the right to take appropriate disciplinary action and/or remove the student teacher if it receives evidence that the student teacher has engaged in any form of abuse or has failed to report abuse. The university may serve as a resource to aid the student teacher in reporting evidence of abuse or neglect to the appropriate civil authorities.

### **Code of Ethics and Model Citizenship of Teacher candidates**

**School District:** Student teachers should be placed with supervisors who model the professional Code of Ethics and who do not engage in conduct violative of Minn. Stat. { 125.09 (immoral

character or conduct; failure, without justifiable cause, to teach for the term of the teacher's contract; gross inefficiency or willful neglect of duty; failure to meet licensure requirements; or fraud or misrepresentation in obtaining a license). The teachers' Code of Ethics is enforced by the Board of Teaching. The school district has the right to refuse placement or terminate a student teacher who the school district has determined has violated the Code of Ethics or who, for some other reason, is not fit to teach.

**Student Teacher:** The student teacher is required to provide all relevant information to the university at the time of application for student teaching and to authorize the university to release the information to the school district. Student teachers are required, once placed in a student teaching position, to conduct themselves in a professional manner and in accordance with the Code of Ethics and Minnesota law governing teachers. Student teachers should review the Board of Teaching Code of Ethics and Minnesota law governing teachers. It is recommended that student teachers also review the Code of Ethics of either the National Education Association or the American Federation of Teachers, depending upon the teachers' organization of the school district.

**University:** The university and/or the school district reserve the right to not assign a student teacher or to terminate a student teacher from a position. The university expects each student teacher to abide by the Teachers' Code of Ethics. The university reserves the right to take appropriate action and/or remove the student teacher if it determines that the Code of Ethics or Minnesota state law has been violated by the student teacher.

### **Delegated Responsibilities and Exceeding Authority**

**School District:** Classroom supervisors/teachers must follow the rules of the school district that protect pupils in their charge. Classroom supervisors/teachers are responsible for classroom activities, including those where student teachers have direct contact with students. School districts have the responsibility to review the quality of supervision that student teachers receive from classroom supervisors and take action to assure satisfactory supervision. The school district has the right to remove a student teacher if deemed in the best interest of the parties involved. The university and/or the school district have the right to terminate a student teacher on the grounds of insubordination if the student teacher exceeds the authority delegated by the classroom supervisor.

**Student Teacher:** Student teachers will assume classroom responsibilities as delegated by the classroom supervisors. Student teachers should consult with appropriate school district and university personnel with any questions or concerns regarding the supervision they receive.

Student teachers are responsible for understanding their responsibilities and the limits of the authority delegated to them by their supervisors. Student teachers must

consult with their supervisors regarding authoritative limits. Student teachers will not exceed their authority while acting as a student teacher.

**University:** The university will assign a university supervisor for each student teacher. The university supervisor is available to assist student teachers with any concerns they may have regarding the supervision student teachers receive at the school district and the student teachers' authoritative limits. The university's goal is to perform regular on-site visitations and observations which should also assist student teachers to understand authoritative limits.

## **Disabilities**

**School District:** Children with disabilities may request accommodations. Disabled children may be accommodated pursuant to a variety of processes including development of an IEP or 504 plan. Teachers are required to comply with the child's IEP, 504 plan or other approved accommodation. Teachers who are disabled may request reasonable accommodations. Children and teachers who have disabilities may not be discriminated against.

**Student Teachers:** Student teachers must comply with a student's IEP, 504 plan or approved accommodation. Student teachers who need accommodations may request the accommodation from the appropriate personnel at the university and/or the school district.

**University:** The university has a policy regarding accommodations in its educational programs. In addition, student teachers may consult with the appropriate personnel at the university regarding any questions or problems arising from the student teacher's request for accommodations at the school district.

## **Discrimination**

**School District:** Federal and State law prohibits discrimination on the basis of a protected characteristic (e.g., race, religion, etc.). This prohibition includes harassment as a form of discrimination. The school district is required to investigate any complaints of discrimination and take prompt and appropriate action where discrimination has occurred. The school district must have a discrimination policy and should inform employees of the policy.

**Student Teachers:** Student teachers are expected to review the school district and university policies on discrimination/harassment. Student teachers must report discrimination/harassment he/she observes or suspects to the appropriate school district personnel.

**University:** The university takes its discrimination/harassment policy very seriously. Student teachers who feel they have been discriminated against or harassed should report the complaint to the appropriate person at the university.

The complaint will be processed according to university policy. The university will take appropriate action should it learn that a student teacher has discriminated or harassed another individual. This action includes discipline and/or removal from the school district assignment.

### **Government Data Practices**

**School District:** School district employees are required by law to comply with the Government Data Practices Act and the Family Educational Rights and Privacy Act. In general, student and employee data are private and only school personnel with a legitimate need to know may have access to private data. The school district should inform its employees about their data privacy responsibilities.

**Student Teachers:** Student teachers must comply with state and federal law regarding data privacy. Student teachers should review school district policy concerning data privacy. Student teachers should consult with appropriate schooldistrict personnel with any questions about whether data should be released. Student teachers should not release any data unless they have consulted with schooldistrict personnel.

**University:** Student teachers may also consult with appropriate university personnel regarding data privacy issues arising at the school district.

### **Legal Actions**

**School District:** Student teachers are considered to be employees of the school district for the purposes of liability insurance (if provided for other district employees) and legal counsel. Legal counsel is provided by the school district when certain claims are made against a teacher for an injury arising out of or in connection with the teacher's employment.

**Student Teachers:** Student teachers are considered employees of the school district in a variety of situations. In normal circumstances, student teachers should be protected by the school district when performing duties within the scope of their employment. Student teachers should review all district and classroom policies and are cautioned to handle information regarding students in a manner consistent with federal and state law. Student teachers must provide evidence of current liability insurance to the university.

**University:** The university does not have the authority to provide legal defense, legal advice or to reimburse student teachers for legal fees or judgments. The university does not control the actions of student teachers. The university requests that student teachers provide evidence of current liability insurance. The university reserves the right to take disciplinary appropriate action and/or remove the student teacher if it determines that the student teacher has been negligent or has violated another individual's right.

## **Religion**

**School District:** The school district must make a reasonable effort to accommodate a student who wishes to be excused from a curricular activity for a religious observance. Teachers may not attempt to solicit or convert students and may not harass students in regards to religion. Teachers are required to recognize the schooldistrict's responsibility not to establish a particular religion.

**Student Teachers:** Student teachers have the same responsibilities as teachers. Should a student teacher feel he/she is being discriminated against or harassed because of religion or are being asked to do something that is in violation of the law, the university encourages the student teacher to report the incident not only to the school district as is stated above, but also to the appropriate personnel at the university pursuant to university policy.

## **Student Discipline**

**School District:** Student discipline and dismissal are governed by state statute and school district policy. School districts should inform student teachers as to their policy regarding dismissal, discipline and violence.

**Student Teachers:** Student teachers have the same responsibilities as teachers. Student teachers should be aware of and are expected to follow state law and schooldistrict policies regarding discipline. For example, Minn. Stat. { 127.45 states that "[a]n employee or agent of a public school district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty of unacceptable conduct." Corporal punishment is defined as "conduct involving: 1) hitting or spanking a person with or without an object; or 2) unreasonable physical force that causes bodily harm or substantial emotional harm."

**University:** The university may include student discipline issues in its curriculum for the teacher preparation program.

## **Student Teaching Evaluation**

**School District:** It is the classroom supervisor's, mentor teacher's, responsibility to provide evaluative information regarding the student teacher's performance. Information may then be shared with the university regarding the student teacher's performance.

**Student Teacher:** The student teacher must be receptive to, aware of, and understand that the university will provide multiple criteria for the purpose of evaluating performance.

**University:** The university will take into consideration evaluations performed by the school district and by university personnel to provide an assessment based upon multiple criteria. It is a goal of the university to work cooperatively with the school district and the student teachers in the evaluation process.

### **Student Teaching Termination**

**School District:** School districts are encouraged to set written standards for student teachers to follow. It is the right of the school district to dismiss or terminate student teachers at any time, by written notification, if any of the standards are violated.

**Student Teacher:** Student teachers must cooperate with the university in the placement of student teaching assignments. Student teachers must meet objectives set by the university and any written standards set by the school district.

**University:** The university will set written standards for student teachers. The university reserves the right to terminate the student teacher at any time if the university or school district standards are not satisfactorily met by the student teacher.

### **Substitute Teaching**

**School District:** It is unlawful for a school district to employ or assign unlicensed personnel as substitute classroom teachers.

**Student Teacher:** Student teachers are not licensed teachers and cannot, by law, be employed or assigned to perform services which require a licensed teacher.

**University:** The university will make student teachers aware of the Minnesota licensing requirements necessary for employment or assignment as a substitute classroom teacher.

### **Worker's Compensation**

**School District:** The definition of employee, under worker's compensation law, includes student teachers. If a student teacher is hurt while fulfilling student teaching responsibilities, the student teacher may be eligible for benefits.

**Student Teacher:** Student teachers are employees of the school district in which they are student teaching for this purpose and are covered by worker's compensation. It is to the student teacher's advantage to determine what benefits they qualify for if a claim arises. Recovery of lost wages is not possible since they do not receive wages. It is strongly recommended that student teachers have their own health or student insurance.

**University:** The university strongly recommends that student teachers have their own health or student insurance.

**In Case of a Strike**

In the event of a district-wide work stoppage, you are not to report to your assigned school.

Under no circumstances are you to cross picket lines or participate.

Communication should take place between the school staff and the Director of Field Experiences or the college supervisor.

Student teachers are not to be used as substitutes during the strike period.





